

BID NUMBER	03.2024 HO
CLOSING DATE AND TIME	THURSDAY, 06 FEBRUARY 2025 STRICTLY AT 12:00PM.
DESCRIPTION	INTERNAL AUDITOR SERVICES
NAME OF TENDERER/BIDDER	
CSD NUMBER	
TOTAL BID PRICE (VAT INCLUDED)	
VALIDITY PERIOD OF BID	90 DAYS

SUBMISSION OF DOCUMENTS

Sealed tenders, endorsed as indicated in the bid document, must reach **Casidra** SOC Ltd at their Head Office, 22 Louws Avenue, Southern Paarl, placed in the bid box available at Reception.

FAILURE TO PROVIDE ANY OF THE COMPULSORY DOCUMENTATION AND PARTICULARS MAY RENDER THE BID INVALID.

PLEASE NOTE:

Documents must be bound as **Casidra** will not take responsibility for any information that is lost due to unbound submissions of tenders.

THE FOLLOWING RETURNABLE DOCUMENTS (INCLUDING THE CBD FORMS AS PART OF THE BID) MUST BE VALID FOR A PERIOD OF 90 CALENDER DAYS AFTER CLOSURE OF THE BID AND SUBMITTED AS PART OF THE BID PACKET

Document	Description	Compulsory	Comment
CBD 1	Invitation to bid	✓	
CBD 2	Conditions to submit bid	✓	
CBD 3	Terms of Reference	✓	
CBD 4	Pricing schedule	✓	
CBD 5	Supply Chain – Preferential Procurement Regulations 2022 and Codes of good practice	✓	

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Name of bidder					
Postal address					
Street address					
Telephone number (code and number)					
Cellphone number					
Faxcimilie number (code and number)					
E-mail address					
VAT registration number					
SARS TCC attached (Foreign suppliers with no tax obligation in South Africa must complete the SBD1 form that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.)		YES	☐	NO	☐
Originally certified B-BBEE status level certificate/Original Sworn Affidavid (A B-BBEE status level verification certificate must be delivered to Casidra SOC Ltd, 22 Louws Avenue, Paarl, in order to qualify for preference points for B-BBEE)		YES	☐	NO	☐
CIDB Registration number	Number:	YES	☐	NO	☐
Registration for electrical compliance with departement of labour	Number:	YES	☐	NO	☐
COIDA	Number:	YES	☐	NO	☐

I, _____ as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the information submitted is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of Casidra. In terms of the POPI Act I further give consent that my contact and company details as will be captured on the Casidra database may be shared with the role players/funders involved in the project and be used by Casidra for the purpose of further procurement.			
Signature of bidder		Date	
Capacity under which this bid is signed			

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1. BID SUBMISSION:		
1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted. 1.2. All bids must be submitted on the official forms provided (not to be re-typed). 1.3. Bidders must be registered on the Central Supplier Database (CSD). 1.4. Original Sworn Affidavit and originally certified B-BBEE certificates must be submitted to bidding institution to qualify for preference points for B-BBEE. 1.5. Bids are subject to the Casidra SOC Ltd Financial Regulations, Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of contract (GCC) where applicable, and if applicable other special conditions of contract.		
2. TAX COMPLIANCE REQUIREMENTS		
2.1. Bidders must ensure compliance with their tax obligations. 2.2. If a discrepancy exists between CSD and SARS, a printed version of the Tax Clearance Certificate (TCC) must be supplied by the supplier and the e-Filing PIN number for verification of authentication by Casidra SOC Ltd. 2.3. Foreign suppliers with no tax obligation in South Africa must complete SBD1 that will be submitted to SARS for verification and the issuing of a Confirmation of Tax Obligation letter. 2.4. Consortia/joint ventures/sub-contractors must each submit a separate TCC.		
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
3.1. Is the bidder a resident of the Republic of South Africa (RSA)	Yes ☐	No ☐
3.2. Does the bidder have a branch in RSA?	Yes ☐	No ☐
3.3. Does the bidder have a permanent establishment in the RSA?	Yes ☐	No ☐
3.4. Does the bidder have any source of income in the RSA?	Yes ☐	No ☐
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.		
4. TENDER CONDITIONS		
CASIDRA reserves the right to: - disregard any bids where the declaration has not been signed; - accept parts of the bid items or split bids based upon item prices; - disclose the results of the points awarded on request; - evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion; - award the bid to the qualifying bidder with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, and - to award the bid to a bidder which does not necessarily have the lowest price.		
The bid may be cancelled if: - all the bid offers received are higher than R50 million; - circumstances change and there is no longer a requirement for this service; - funds are no longer available or if there are insufficient funds available in the budget for the work; - no acceptable bids and/or market related prices are received; - there is a material irregularity in the tender process (administrative non-compliance of prescribed legislation); - false information was supplied by the bidder; - Cancellation of bid will be placed in the same media as initially advertised.		
Other notes: - Final points scored will be rounded off to the nearest 2 decimal places. - In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome. Casidra SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.		

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PLEASE INDICATE TYPE OF WORKS		
Infrastructure/construction (includes animal husbandry, building, greenhouses, sheds and storerooms, civil and building works including stores, engineering and electrical engineering works)	☐	
Training	☐	
Catering services	☐	
Production inputs (includes feed, fertilizers, packing material, seeds and plants, transport, soil preparation)	☐	
PROFESSIONAL SERVICES (ENGINEERS, CONSULTING ENGINEERS, VETERINARIANS AND SERVICES, LEGAL PRACTITIONERS, INDUSTRIAL CONSULTANTS OR RECRUITMENT AGENCIES, TRAINING SERVICE PROVIDERS, SUBJECT MATTER SPECIALISTS ACTING AS CONSULTANTS, ETC.)	☒	
Mechanisation (Vehicles, farming implements/equipment)	☐	
Other (please specify)	☐	
PROCUREMENT STRATEGY (Please indicate by choosing either YES or NO and click on the box.)	Yes	No
1. ADVERTISING ON E-TENDER	☒	☐
2. Advertising on CIDB	☐	☒
3. Advertising on Casidra portal	☒	☐
4. RFQ	☐	☒
5. OPEN TENDER PROCESS	☒	☐
6. Contract administration sheet completed	☐	☐
7. Procure plan sheet completed	☐	☒
8. ADVERTISE PERIOD: 2 WEEKS <u>*NOTE IF BID DOCUMENT AND ADVERTISEMENT PERIOD IS LESS THAN 14 DAYS, ATTACH CEO APPROVAL.</u>	☒	☐

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SUPPORTING DOCUMENTATION		
Project managers to indicate what supporting documentation MUST form part of the tender. If marked YES, then it must be provided to SCM:	Yes	No
Baseline Risk Assessment	☐	☒
Health & Safety plan	☐	☒
Drawings / sketches	☐	☒
COMPULSORY DOCUMENTATION NEEDED TO BE SUBMITTED AS PART OF THIS BID:		
COMPANY PROFILE – DETAILED COMPANY PROFILE INCLUDING BUT NOT WITHSTANDING CORE BUSINESS ACTIVITIES, BACKGROUND, RESOURCES, ETC.	☒	☐
COMPOSITION OF THE AUDIT TEAM - MUST BE REGISTERED WITH THE IIA AND HAVE CIA AND/OR CISA (OR SIMILAR) ICT CERTIFICATION. DETAILED CVS OF THE AUDITOR/S WHO WILL BE RESPONSIBLE FOR MANAGING THE INTERNAL AUDITS AND THE PERSON WHO WILL BE SIGNING THE AUDIT PLAN AND REPORTS.	☒	☐

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INTERNAL AUDITORS	
GENERAL REQUIREMENTS Casidra requires a service provider to provide internal audit services over a 4-year period commencing on 1 March 2025. One of the objectives of the internal audit function is to assist the Audit and Risk Committee (ARC), through the Accounting Authority and management, in the effective discharge of their responsibilities and, generally, to build and strengthen good governance. This has to be done through furnishing them with analyses, appraisals, recommendations, counsel and information concerning the activities that have been reviewed as well as regular follow-ups. Other objectives/standards/controls of the audit function, which are subject to an evaluation, are to review the following: ▪ Internal control processes; ▪ The information systems environment; ▪ The reliability and integrity of financial and operational information; ▪ The effectiveness of operations; ▪ Compliance with policies, laws, regulations and contracts; ▪ The safeguarding of assets; ▪ The economical and efficient use of resources; and ▪ The achievement of established operational goals and objectives	
Conditions that may pose a risk: (Summary of Risk analysis) None	
CONTRACT PERIOD	The completion period of this service is 4 (FOUR) YEARS starting from the day of appointment.
SUB CONTRACTING Bidder to complete sub-contracting section on CBD 5 if applicable.	Under CIDB Practice note 7 of 2007, one of the following subcontracting will apply: 1. Domestic subcontractor (appointed by the main contractor at his/her discretion); 2. Nominated subcontractor (nominated by employer which contractor is obliged to appoint as subcontractor) 3. Selected subcontractor (selected by contractor in consultation with employer in terms of requirements of contractor)

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FUNCTIONAL REQUIREMENTS

Functional refers to: A service or product that is designed to be practical, useful, working or operating, taking into account factors like quality, reliability, viability, and durability and the technical capacity (time and resources) and ability (knowledge and skills) of the bidder to execute the works.

An offer that does not obtain the minimum score for each functionality criterion or the minimum weighted average for functionality as indicated, is not an acceptable tender. Is this bid subject to the evaluation of functional requirements? **YES** (Casidra to indicate)

If "YES", the following criteria will be used for evaluation:

No	Evaluation criteria	Weight (A)	Score (B)	Minimum score required	Total (A x B)
1	Location of Bidders Office	10%	For office use	3	For office use
2	External Quality Assurance Review	15%	For office use	5	For office use
3	Audit Methodology	20%	For office use	3	For office use
4	Composition of the Audit Team	15%	For office use	5	For office use
5	Experience of the Audit Team	20%	For office use	3	For office use
6	Experience in Public Sector	20%	For office use	3	For office use
TOTAL SCORE - A minimum score of 72% is required for functional requirements for this bid to be considered for further evaluation				% = Total / 6	For office use

Functional Item	1 Poor: Non-compliant	2	3	4	5 Excellent: Fully compliant
Location of Bidders Office	More than 100km from Paarl	-	Between 50km and 100km from Paarl	-	Less than 50km from Paarl
External Quality Assurance Review	General conformance with significant findings	-	General conformance with some significant findings	-	General conformance with no significant findings
Audit Methodology	Weak	-	Good	-	Excellent
Composition of Audit Team	Less than half have CIA and/or CISA (or similar) ICT certification	-	Half have CIA and/or CISA (or similar) ICT certification	-	More than half have CIA and/or CISA (or similar) ICT certification
Experience of Audit Team	Less than 10 years collective experience	-	Between 10- and 25-years collective experience	-	More than 25 years collective experience

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Experience in the Public Sector	Less than 5 clients in the public sector	-	Between 5 and 10 clients in the public sector	-	More than 10 clients in the public sector
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SCOPE OF WORKS

1. PURPOSE / PROBLEM STATEMENT

Casidra is looking to appoint a registered (IIA) firm of auditors to provide internal audit services for a **4-year** period, commencing on **01 March 2025**, as part of its organisational governance.

2. SCOPE OF WORK / DELIVERABLES

The scope of the internal audit function includes the points listed below, with a view to building and strengthening good governance, risk management and internal controls. However, should any other function be regarded as imperative by the bidder, it should be added and clearly defined.

- The internal audit function must, in consultation with and to be approved by the Audit and Risk Committee (ARC), prepare:
 - Internal Audit strategy
 - A rolling three-year strategic Internal Audit Plan based on its assessment of key areas of risk for the **Casidra**, having taken into consideration the company's current operations, the operations proposed in its corporate or strategic plan and its risk management strategy.
 - An annual Internal Audit Plan.
 - Preparing / Updating of the ARC and Internal Audit Charters annually.
 - Plans indicating the scope, cost and timelines of each annual internal audit.
 - Attendance at 6 (six) ARC meetings annually.
 - Audit reports directed to ARC detailing its performance against the plan to allow effective monitoring and intervention, when necessary.
 - Perform determination of irregular expenditure as identified by management, internal and external auditors.
 - Periodic quality assurance reviews.
- It must co-ordinate with other internal and external providers of assurance to ensure proper coverage and minimal duplication of effort.
- The internal audit service provider must assist the Accounting Authority in maintaining effective controls by evaluating those controls and developing recommendations for enhancement or improvement.
- It must assist the Accounting Authority in achieving the objectives of the **Casidra** by evaluating and developing recommendations for the enhancement or improvement of the processes through which:
 - Objectives and values are established and communicated;
 - The accomplishment of objectives is monitored;
 - Accountability is ensured;
 - Corporate values are preserved;
 - The adequacy and effectiveness of the system of internal control are reviewed and appraised;
 - The relevance, reliability and integrity of management, financial and operating data and reports are appraised;
 - Systems established to ensure compliance with policies, plans, procedures, statutory requirements and regulations, which could have a significant impact on operations, are reviewed;
 - The means of safeguarding assets are reviewed and deemed as appropriate in verifying the existence of such assets;
 - The economy, efficiency and effectiveness with which resources are employed are appraised;
 - The results of operations or programmes are reviewed to ascertain whether they are consistent with **Casidra's** established objectives and goals and whether the operations or programmes are being carried out as planned; and
 - The adequacy of established systems and procedures are assessed.

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- It must track and monitor the implementation of approved internal audit recommendations and report and regularly report progress in a systematic manner to ARC.
- The internal audits that will need to be undertaken at **Casidra** are, among others:
 - IT controls in terms of COBIT.
 - The conducting of special assignments and investigations, on behalf of ARC or the CEO, into any matter or activity affecting the probity, interest and operating efficiency of **Casidra**.
 - Compliance with laws and regulations and **Casidra's** policies.
 - Supply chain management.
 - Project Management.
 - Revenue Management.
 - Financial controls.
 - Human resource management.
 - Risk management.
 - Fraud Management.
 - Ethics and Governance.

3. FRAUD AND IRREGULARITIES

In planning and conducting its work, the internal auditor should seek to identify serious defects in internal controls that may result in possible malpractices. Any such defects must be reported immediately to the CEO and ARC without disclosing these to any other staff. This also applies to instances where serious fraud and irregularities have been uncovered.

4. PERFORMING AUDIT ASSIGNMENTS

Each assignment should at least consist of the following:

- A pre-audit survey;
- An audit planning memorandum;
- Minutes of the entrance meeting;
- A risk assessment document;
- System descriptions;
- Audit programmes;
- Sampling methodology;
- Mechanisms for follow-up on matters previously reported and feedback to ARC;
- Mechanisms to ensure that working papers are reviewed at the appropriate level;
- A record of work performed;
- A review of work performed;
- Audit findings and recommendations;
- Reporting (a draft internal audit report and a final internal audit report); and
- Follow-up on previous audit findings.

5. REPORTING REQUIREMENTS

The structure of reports are as follows:

- Introduction;
- Audit objective and scope;
- Background;
- Executive summary, highlighting significant findings;
- Findings, Standard/Control, Impact, recommendations and management response (including implementation dates);
- All audits as carried out according to the Internal Audit Plan and as approved by ARC; and
- Conclusion.

The auditor is to deliver a signed electronic copy of the final report to the Chairperson of ARC and the CEO.

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6. QUALITY ASSURANCE REVIEWS OF THE WORK

The auditor shall ensure that all work conforms to the IIA Standards for Professional Practice. Such work may further be subjected to external quality assurance, as may be considered necessary.

7. MONITORING THE PROGRESS OF ASSIGNMENTS

On completion of each assignment, the auditor shall distribute the reports to ARC, the CFO and the CEO. On a quarterly basis, a report on progress against the plan, significant findings and administrative matters will have to be presented to ARC.

8. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the work, the auditor must ensure that their staff members maintain objectivity by remaining independent of the activities they audit.

9. EXPERTISE REQUIRED

The written tender application should focus on the following aspects to qualify and be considered:

- Experience of the firm in internal audit services, including specialised skills, expertise and value-added services.
 - Demonstration of the firm's substantial internal audit experience.
 - Specialised skills, expertise and value-added services in the field of internal audit, with an emphasis on best practice methodology, tools and technology used.
 - Availability of forensic audit skills and tools.
 - Availability of computer audit skills and tools.
- Experience in the internal audit of public entities.
 - Advanced understanding of and sufficient exposure to the Public Finance Management Act of 1999 and the Protocol on Corporate Governance for Public Entities.
 - Experience in the auditing of public entities, with reference letters if possible.
 - External references, the size of audits and the size of the client base.
- Qualifications and experience of team members.
 - The relevant individuals must be registered with the IIA and have CIA and/or CISA (or similar) ICT certification.
 - Detailed CVs of the auditor/s who will be responsible for managing the internal audits and the person who will be signing the audit plan and reports – key qualifications and experienced to be highlighted and clearly visible).
- Ability to provide the services and adequate institutional support.
 - Shareholding and management structure.
 - Employment Equity Policy – the BEE certificate should be supplied.
 - Years in business.
 - Turnover fees for the past two to three years.
 - Professional staff numbers.
 - Registration with professional bodies should be disclosed.

Preference will be given to bidders with an office within **50km of Paarl, Western Cape**.

Preference will be given to bidders whose audit teams consist of members that can fluently communicate in both English and Afrikaans.

DO NOT SUBMIT INFORMATION THAT HAS NOT BEEN REQUESTED AS PART OF THIS BID.

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CLEARLY MARK/HIGHLIGHT INFORMATION PERTAINING TO EVALUATION FUNCTIONAL REQUIREMENTS AS LISTED ABOVE.

END OF WORK TO BE DONE

TIMELINE

<i>ACTION</i>	<i>START DATE</i>	<i>END DATE</i>	<i>DURATION (DAYS)</i>
<i>Administrative and tender preparation</i>	<i>2025/01/13</i>	<i>2025/01/17</i>	<i>4</i>
<i>Tender runtime/sourcing of quotes</i>	<i>2025/01/20</i>	<i>2025/02/06</i>	<i>17</i>
<i>Adjudication and award of bid</i>	<i>2025/02/07</i>	<i>2025/02/18</i>	<i>11</i>
<i>Time to activate delivery</i>	<i>2025/02/19</i>	<i>2025/02/27</i>	<i>8</i>
<i>Construction time/delivery completed</i>	<i>2025/03/03</i>	<i>2029/02/28</i>	<i>1458</i>
<i>Total duration</i>			<i>1498</i>

BID CONDITIONS

Measured – Framework Agreement

These documents are for a measured bid for all labour and material as set out in the Scope of Works. For the purposes of variation orders, the hourly or unit rates rate of the services should also be completed on form **CBD 3.1**. The quantities as indicated is a guideline as to the extent of the work.

No unit rate price adjustment of whatever nature, except for decreases or increases in the Value-Added Tax (VAT) and / or Variation Orders, will be applicable in this contract. The bidder shall make provision in his bid price for possible fluctuations in costs.

Framework Agreement Conditions

The framework period set for this contract is **4 years** upon the award of an official order to the successful bidder and the bidder hereby confirms that their bid price will be fixed upon award of the contract until the end of the framework period.

Casidra may also procure the work in other ways, and does not guarantee that any work will be procured under this agreement.

It is understood that internal audits are based on hourly rates and that budgets are compiled once the appointed auditor has assessed the likely extent of the work. Financial proposals will be compared on the basis of hourly rates. Firms are required to submit a table of hourly rates as per the table below. Rates should be inclusive of overheads and VAT. If a particular category does not exist for the firm, it can be omitted.

Item (where applicable)	Hourly Rate (including overheads and VAT)
Engagement Partner	R
Partner	R
Senior Manager	R
Manager	R
Assistant Manager	R
Supervisor	R
Senior Auditor	R
Trainee Auditor	R
Specialists (e.g. tax, technical)	R

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It is recognised that it is difficult for a prospective bidder to be firm about the extent of the work based solely on the terms of reference. However, to assist with assessments, a firm must provide a typical distribution of time for members of the audit team on a job of this nature. This should be expressed in percentages of the total person-hours billed on a typical job (see table below, which is indicative only and not binding on the firm).

Item (where applicable)	Typical Percentage of Total Hours on Project
Engagement Partner	%
Partner	%
Senior Manager	%
Manager	%
Assistant Manager	%
Supervisor	%
Senior Auditor	%
Trainee Auditor	%
Specialists (e.g. tax, technical)	%

Take note: This tender will be evaluated on the criteria for a market related price. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions discounted against the total project cost must be specified, itemised, costed and clearly indicated in the bid.

The total price for this service must include all labour, travel, resources and material required for the proper execution of the work as described in the Scope of Works.

This price must be valid for a period of **90 days** from the date of closure of the bid for purposes of the tender evaluation and adjudication process.

Include a price schedule clearly indicating the overall price for 4 years of work, as well as a breakdown of the price per year for each of the 4 years.

ALL TOTALS MUST INCLUDE VAT (if the entity is VAT registered).

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NAME OF BIDDER						
BID NUMBER						
Are you registered in terms of sections 23(1) of 23(3) of the Value-Added Tax Act 1999 (Act no 89 of 1991)? ¹						YesNo
If yes to above, provide your VAT number						
Bill of quantities (if yes, it will be attached separately)						YesNo
Item no	Quantity	Description	Bid price (RSA currency) (see 3a)			
		SUB TOTAL				
		VAT				
		GRAND TOTAL				

Signature of bidder	
Date	
NOTES (applicable where indicated)	
A. PRICE (where applicable)	
1. FIRM PRICES	
a. Only firm prices will be accepted.	

¹ https://www.gov.za/sites/default/files/gcis_document/201505/act-89-1991s.pdf

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b. No non-firm prices will be considered. c. All delivery cost must be included in the bid price for delivery at prescribed destination. d. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
2. NON-FIRM PRICES a. In cases of period contracts, non-firm prices will be adjusted (loaded) with the assessed contract price adjustments implicit in non-firm prices when calculated the comparative prices. b. Price adjustments will be allowed at periods and times specified in the bidding documents. c. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point. d. The quantities are given as a guideline for a bid and for the purposes of unit rates and in no way be used as a measured bid.
3. PROFESIONAL SERVICES a. All applicable taxes include value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.
B. CONSTRUCTION (applicable to construction only) 1. The total price for the service must include all labour and material required for the proper execution of the work as described in the Scope of Works and as per Engineers drawings (where applicable). 2. The tender will be evaluated on the criteria for a market related price. 3. The contractor must attach a detailed and comprehensive proof of competency of a construction manager in terms of Construction Regulations 2014, Clause 8 including experience regarding construction health & safety regulations. 4. The contractor must attach the proof of CIBD grading as specified in the scope of works. 5. The contractor must be in possession of a valid COIDA letter of good standing and it must be attached. 6. Where applicable, the contractor must attach valid proof or registration with the Department of Labour for the installation of the main electrical supply.
C. OTHER NOTES (applicable to all bids) 1. The tender will be evaluated on the criteria for a market related price. 2. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions against the total project cost must be specified, itemised, costed and clearly indicated in the bid. 3. The prices must be VALID FOR A PERIOD OF 90 DAYS from date of closure of the bid to allow for evaluation and appointment. 4. Casidra SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.
D. COMPANY PROFILE (applicable when requested) 1. The contractor must attach a detailed and comprehensive company profile including core competencies of personnel. The company profile must summarize information about the organisation. 2. The company profile must include the following: a. Company core business activities (describe products and services and markets in which it operates). b. Company background (state number of years in business, location, history of company etc.) c. Company resources (number of employees, core competencies of personnel, structure of company)
E. WARRANTY (applicable when requested) 1. Where requested, the bidder must attach proof of warranty offered on the letterhead of the bidder.
F. BROCHURE (applicable when requested) 1. Bidder must provide detailed brochure and technical specifications of products where requested. 2. Bidder must be able to provide proof of service location within applicable radius as specified in CBD 3 (Scope of works).
G. AFTER SALES SERVICES AGREEMENT (applicable when requested) 1. Where applicable, the bidder must sign and submit the after sales agreement.
H. APPOINTMENT (applicable to construction and professional services) 1. The successful contractor will be given notification in writing by means of an appointment letter 2. The successful contract must sign the CBD 8, together with this document, which will form the contract.

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CHANGES MADE BY BIDDER

If the bidder wishes to make any changes to any of the bid conditions or specifications, or wishes to qualify this bid in any way, it must be clearly set out below. Any changes made and not listed, will disqualify a bid.

Any changes made by the bidder outside the scope of works, resulting in not meeting pre-qualifying conditions or compulsory subcontracting, may influence the functionality of the end product and may result in the bid being disqualified.

[illegible]

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PROOF OF RELEVANT EXPERIENCE AND REFERENCES

The following must be completed in detail by bidder.

1. Supply at least **three (3)** different references from **three (3)** different companies with contact numbers.
2. **References to either complete the scoresheet which must be submitted with the bid document or provide the bidder with a reference of which a copy must be attached to the bid document.**
3. Description of work must be relevant to nature of this contract. **Do not list work if it does not fall within the scope of works.**
4. Elaborate on project under Description by being specific at to the works executed in the contract to support relevant experience.

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REFERENCES PROVIDED BY TENDERER

Reference company name					
Contact information					
Description of work					
Value of work					
Completed					
Performance of the contractor according below criteria:					
	Poor/bad	Done	Average	Good quality	Excellent
Quality of work					
Project time frame					
Completed within budget					
Overall management of works					
Signed by (Name)					
Signature					
Date					

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SUPPLY CHAIN MANAGEMENT							
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND CODES OF GOOD PRACTICE							
Only for use of bids from R2 000 to maximum of R50 million							
Casidra, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies with the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids is dependent on the special evaluation criteria as set out in the policies of Casidra. The evaluation criteria of this Preferential Procurement Policy are based on the “Preferential Procurement Policy Framework (Act 5 of 2000)” and related Regulations. Awarding of the bid is dependent on preferential points system, and every presentation is measured against the specific evaluation criteria as shown. The completion and signature of the document is thus a pre-requisite to qualify as a service provider. This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution. NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST MAKE SURE OF THE CONTENTS OF THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE WHICH CAN BE FOUND ON: http://www.thedtic.gov.za/financial-and-non-financial-support/b-bbee/broad-based-black-economic-empowerment/ https://www.gov.za/documents/broad-based-black-economic-empowerment-act https://www.bbbeeecommission.co.za/							
DEFINITIONS							
1.1	“ affidavit ” is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings;						
1.2	“ B-BBEE ” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;						
1.3	“ B-BBEE status level of contributor ” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice of Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;						
1.4	“ EME ” is an Exempted Micro Enterprise with an annual total revenue of R10 million or less;						
1.5	“ Large Enterprise ” is any enterprise with an annual total revenue above R50 million;						
1.6	QSE is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;						
1.7	“ the Act ” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);						
1.8	“ the Regulations ” means the Preferential Procurement Regulations, 2011 and 2022;						
1.9	“ consortium or joint venture ” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;						
1.10	“ person ” includes a juristic person;						
1.11	“ sub-contract ” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;						
1.12	“ trust ” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and						
1.13	“ trustee ” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person;						
1.14	“ original sworn affidavit ” means the initial document which was not photocopied or electronically reproduced;						
1.15	“ original certified B-BBEE certificate ” means the certification of a copy of the B-BBEE certificate confirming the validity of the original document. The stamp of the notary must be ORIGINAL .						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">For office use only</td> <td style="padding: 5px;">Version no: 2</td> <td style="padding: 5px;">Date: AUGUST 2024</td> </tr> <tr> <td style="padding: 5px;">To be initialised by bidder</td> <td colspan="2" style="padding: 5px; text-align: center;"><i>Initial here</i></td> </tr> </table>		For office use only	Version no: 2	Date: AUGUST 2024	To be initialised by bidder	<i>Initial here</i>	
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GENERAL CONDITIONS

- 1.1 The value of this bid is estimated to **not exceed R50 million** (all applicable taxes included) and therefore the 80/20 points system shall be applicable.
- 1.2 Preference points for this bid shall be awarded for:
- Price; and
 - B-BBEE Status Level of Contribution.
- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE	100

- 1.4 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate form issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or by a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an affidavit confirming annual total revenue and level of black ownership together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.6 The bidder is responsible to provide **Casidra SOC Ltd** with (refer to 2.2 under POINTS AWARDED FOR PRICE:
- An **original sworn affidavit**
 - An **originally certified B-BBEE certificate**.

ADJUDICATION USING A POINT SYSTEM

- 1.1 Subject to Regulation 7 of the **Casidra SOC Ltd** Financial Regulations and PPR 2022, the bidder obtaining the highest number of total points will be awarded the contract.
- 1.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 1.3 Points scored must be rounded off to the nearest 2 decimal places.
- 1.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 1.5 However, where functionality criterion forms part of the bid and is part of the evaluation process, and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEM

1. A maximum of 80 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Rand value of offer tender consideration

P_{min} = Rand value of lowest acceptable tender

2. A maximum of 20 points will be awarded for B-BBEE status level of contribution:
- 2.1. In terms of Regulations 5(2) of the Regulations preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level on Contributor	Number of points	Points awarded (for office use only)	BEE recognition level
1	20	EME & QSE 100% Black owned	135%
2	18	EME & QSE 51% + Black	125%
3	14		110%
4	12	EME 51% < Black owned	100%
5	8		80%
6	6		60%

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7	4		50%
8	2		10%
Non-compliant contributor	0		0%

2.2. B-BBEE requirements:

An **EME** must submit a valid, fully completed, **original, certified, dated and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation).

If a **startup EME**, a **clear, originally certified copy**, of B-BBEE certificate issued by the CIPC for EME's only is accepted.

A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.

A **QSE that is at least 51% black owned (51% or higher)** must submit an **original, certified, dated and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

A **large enterprise** must submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

A **trust, consortium or joint venture**, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

3. Bids of non-compliant contributors (where no certificate was submitted) will be considered but no points will be awarded for B-BBEE status.

DECLARATION
Bidders who claim points in respect of B-BBEE status level of contribution **MUST** complete the following:

1. B-BBEE status level of contributor claimed in terms of paragraph 1 and 2 above:
B-BBEE status level of contributor:

2. SUB-CONTRACTING

2.1. Will any portion of the contract be sub-contracted:
(**Tick applicable box**)

Yes ☐	No ☐
------------------------------	-----------------------------

2.2. If YES, INDICATE:

a. What percentage of contract will be subcontracted?	
b. The name of the subcontractor	
c. B-BBEE status level of the sub-contractor	
d. Is sub-contractor EME or QSE	Yes ☐ No ☐

e. Attach the **originally certified** B-BBEE certificate/**original** sworn affidavit as proof.

MARKET RELATED PRICING

If a bidder, whose tender is compliant and received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.

Are you willing to negotiate your offer?	Yes ☐	No ☐
--	------------------------------	-----------------------------

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SUPPLY CHAIN PERFORMANCE MEASUREMENT

In order for **Casidra** to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:

- **What were the source that made you became aware of this bid being available.**

Personal Email invite to bid:	☐
Via a friend or business partner:	☐
National Government E-Tender website:	☐
Local Newspapers:	☐
Casidra own website:	☐
CIDB website	☐
Other (specify)	☐

- **Was the time allowed to date of closure sufficient for you to compile an offer?**

No – too short ☐	Yes – Sufficient ☐	No - Too long ☐
---	---	--

I, _____

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature	
Date	

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DECLARATION OF INTERESTS, BIDDERS' PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Practice Note 4 of 2006 Declaration of Bidders Past SCM Practices-(SDB8), Instruction note Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management SBD 4 Declaration of Interest, Practice Note 2010 Prohibition of Restrictive practices SBD9, Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. All prospective bidders intending to do business with this institution must be registered on the central supplier database.
3. Definitions:

“Bid” includes a price quotation, advertised competitive bid, limited bid or proposal

“Bid rigging (or collusive bidding)” occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors

“business interest” means —

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, and includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

“Consortium or Joint Venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

“employee” means a person employed by the Provincial Government, a provincial public entity or a business enterprise, whether permanently or temporarily, including –

- a) an employee as contemplated in section 8 of the Public Service Act, 1994 (Proclamation 103 of 1994);
- b) a person appointed in terms of section 12A of the Public Service Act;
- c) a person transferred or seconded to the Provincial Government or a provincial public entity in terms of section 15 of the Public Service Act; and
- d) an educator as defined in the Employment of Educators Act, 1998 (Act 76 of 1998), and includes a member of the board or other controlling body of a provincial public entity;

“entity” means any —

- a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- b) sole proprietorship;

“entity conducting business with the Institution” means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

“Family member” means a person’s —

- a) spouse; or

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b) child, parent, brother or sister, whether such a relationship results from birth, marriage or adoption.

“intermediary” means a person through whom an interest is acquired, and includes—

- a) a person to whom is granted or from whom is received a general power of attorney; and
- b) a representative or agent;

“Institution” in this regard means — Casidra SOC Ltd

“Provincial Government Western Cape (PGWC)” means the Institution of the Western Cape, and a provincial public entity;

“spouse” means a person’s:

- a) partner in marriage;
- b) partner in a customary union according to indigenous law; or
- c) partner in a relationship in which the parties live together in a manner resembling a marital partnership or customary union;

4. Regulation 13(c) of the Public Service, 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
5. The bid of any bidder may be disregarded if that bidder or any of its directors have abused the institution’s supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
6. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
7. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
8. In addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

SECTION A: DETAILS OF THE ENTITY

A1.	Name of the Entity	
A2.	Entity registration Number (where applicable)	
A3.	Entity Type	
A4.	Tax Reference Number	
A5. Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons with a right or entitlement to share in profits, revenue or assets of an entity, of the entity should be disclosed in the Table A below.		

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TABLE A

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SECTION B: DECLARATION OF THE BIDDER'S INTEREST

The supply chain management system of an institution must, irrespective of the procurement process followed, prohibit any award to an employee of the state, who either individually or as a director of a public or private company or a member of a close corporation, seek to conduct business with the WCG, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA as prescribed by the Public Service Regulation 13(c). Furthermore, an employee employed by an organ of state conducting remunerative work outside of the employee's employment should first obtain the necessary approval by the delegated authority (RWOOE), failure to submit proof of such authority, where applicable, may result in disciplinary action.

		YES	NO
B1.	Are any persons listed in Table A employees of the Institution? (If yes, complete Table B and attach "RWOP")	☐	☐
B2.	Are any employees of the entity also employees of the Institution? (If yes complete Table B and attach "RWOP")	☐	☐
B3.	Are any family members of the persons listed in Table A employees of the Institution? (If yes complete Table B)	☐	☐

TABLE B

Details of persons connected with the bidder who are employees of the Institution as defined should be disclosed in Table B below.

FULL NAME OF INSTITUTION EMPLOYEE	IDENTITY NUMBER	PROVINCIAL DEPARTMENT/ ENTITY OF EMPLOYMENT	DESIGNATION / RELATIONSHIP TO BIDDER**	INSTITUTION EMPLOYEE NO./PERSAL NO. (Indicate if not known)

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SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

To enable the prospective bidder to provide evidence of past and current performance with the Institution.

C1.	Did the entity conduct business with the Institution in the last twelve months? (If yes complete Table C)	YES	NO
		☐	☐

C2. Table C

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT / ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

C3.	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?	NO	YES
C4.	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? (To access this Register, enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.)	NO	YES
C5.	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?	NO	YES
C6.	Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?	NO	YES

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SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

The form should be signed by a duly authorized representative of the entity before a commissioner of oaths.

- I, hereby swear/affirm;
- i. that the information disclosed above is true and accurate;
 - ii. that I understand the content of the document;
 - iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to the Institution.;
 - iv. that there have been no consultations, communications, agreements or arrangements made with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification of the bid submitted where so required by the institution; and that my entity was not involved in the drafting of the specifications or terms of reference for this bid;
 - v. that I or the representative of the company are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract.

.....
DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

1.1. Do you know and understand the contents of the declaration?

ANSWER:

1.2. Do you have any objection to taking the prescribed oath?

ANSWER:

1.3. Do you consider the prescribed oath to be binding on your conscience?

ANSWER:

1.4. Do you want to make an affirmation?

ANSWER:

I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was placed thereon in my presence.

.....
SIGNATURE and FULL NAMES

Commissioner of Oaths

Designation (rank) ex officio: Republic of South Africa

Date: Place

Business Address:

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If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by submitting the REPORT FRAUD on the Casidra SOC Ltd website <https://casidra.co.za/report-fraud/>.

This registration form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

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